



# FAMILY INDEPENDENCE ADMINISTRATION


Matthew Brune, Executive Deputy Commissioner



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Policy, Procedures, and Training

## **POLICY BULLETIN #10-111-ELI** (This Policy Bulletin Replaces PB #10-93-ELI)

### **REVISION TO ESTABLISHMENT OF A HOME GRANT**

<b>Date:</b> October 29, 2010	<b>Subtopic(s):</b> Eligibility
<p> This procedure can now be accessed on the FIAweb.</p>	<p><b>Revision to Original Policy Bulletin:</b></p> <p>This policy bulletin is being revised to include an additional Single Issuance Code to be utilized for the replacement of items which have been lost or damaged as a result of burglary, theft, vandalism, fire, flood, or other similar catastrophe.</p> <p><b>Purpose:</b></p> <p>The purpose of this policy bulletin is to remind Job Center staff that a request for an establishment of a home grant (Single Issuance Code <b>60</b>) can only be granted if the household meets any one of the following criteria in addition to all other standard eligibility requirements:</p> <ul style="list-style-type: none"> <li>• An individual or family temporarily housed in a hotel, motel, homeless shelter, residential program for victims of domestic violence, or other temporary accommodations to which the individual or family has been referred by the center is being permanently re-housed in <u>unfurnished housing accommodations</u>, and <u>suitable furnished accommodations</u> are not available.</li> <li>• An unattached individual <u>who is discharged</u> from an institution and is determined to be capable of maintaining an apartment in the community and <u>suitable furnished accommodations</u> are not available.</li> <li>• An adult <u>who is discharged</u> from an institution and wishes to rejoin his/her family, which is in need of additional furniture to provide adequate shelter for him/her.</li> <li>• A child is <u>returned to his/her parents</u>, who are in need of additional furniture to provide adequate shelter for him/her.</li> </ul>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

- It is essential that an individual or family be re-housed in order to safeguard his/her or their health, safety, and well-being. In this instance, the individual's/family's living situation is adversely affecting his/her or their physical and mental health and thus the need for the move.

In each of the five criteria listed above an individual/family is being re-housed (moving from one living situation to another).

Replacement of unusable furniture for health and safety reasons

Very often, an applicant/participant who has not had a change in living accommodations will request an allowance to replace existing furniture. In these instances the applicant/participant may state that the replacement of the furniture is needed in order to safeguard his/her physical and mental health.

A move into unfurnished accommodations must occur in order to issue a grant.

Even if documentation of the claim is submitted, the request for an establishment of a home grant cannot be approved since health and safety reasons in absence of a move are not sufficient to approve the grant. In these instances, an establishment of a home grant for health and safety reasons can only be approved when an applicant/participant has been moved from one residence into unfurnished accommodations and suitable furnished accommodations are not available.

Revised

Loss or damage as a result of burglary, theft, vandalism, fire, flood, or other similar catastrophe

Although the establishment of a home grant can only be approved in the case of a move, allowances may be made for the replacement of clothing (Single Issuance Code **46**) and furniture (Single Issuance Code **47**) for an individual or family suffering the loss or damage of such items as a result of burglary, theft, vandalism, fire, flood, or other similar catastrophe, which could not have been foreseen by the individual or family and was not under his/her or their control.

Documentation provided must be scanned and indexed into the electronic case record.

All losses due to burglary, theft, or vandalism must be reported to local law enforcement officials and appropriately verified by local officials before replacement or repair is made. Documentation in the case record shall include the NYPD – Job Center Report/Referral (**W-451**) or regular detailed police report.

New Information

All losses due to fire or flood must be reported to local fire department officials or the Red Cross and verified before replacement or repair is made. Documentation in the case record shall include a fire department or Red Cross report.

See Worker's Guide to Codes for complete information on Special Grant Codes.

The establishment of a home grant (Single Issuance Code **60**), replacement or repair of clothing (Single Issuance Code **46**) and furniture (Single Issuance Code **47**) will be issued according to the Schedule of Allowances for the Initial or Replacement Cost of Essential Household Furniture, Furnishings, Equipment, and Supplies (**W-137M**).

Documentation of the need for such issuances must be fully recorded in each case record.


*Effective Immediately*

**References:**

18NYCRR 352.7 (a)

[Temporary Assistance Source Book](#), Chapter 16, page 285

**Attachments:**

 Please use Print on Demand to obtain copies of forms.

- |               |   |
|---------------|---|
| <b>W-137M</b> | Schedule of Allowances for the Initial or Replacement Cost of Essential Household Furniture, Furnishings, Equipment, and Supplies |
| <b>W-451</b>  | NYPD – Job Center Report/Referral (Rev. 5/21/10)  |

### Schedule of Allowances for the Initial or Replacement Cost of Essential Household Furniture, Furnishings, Equipment, and Supplies

Household Items	Amount	Special Instructions
Living Room	\$182	
Bedroom <ul style="list-style-type: none"> <li>• With a single bed</li> <li>• With two single beds</li> <li>• With a double bed</li> </ul>	\$145 \$205 \$184	
Kitchen (excluding appliances) <ul style="list-style-type: none"> <li>• Range</li> <li>• Refrigerator</li> </ul>	\$142 \$182 \$182	\$12 for each additional person \$258 for four or more persons
Bathroom	\$6	\$4 for each additional person
Other Equipment <ul style="list-style-type: none"> <li>• Cabinet for linens</li> <li>• Stove for heating</li> </ul>	\$22 \$72	\$82 for five or more persons

An establishment of a Home Grant (Single Issuance Code **60**) can only be approved as a result of an individual/family being re-housed (moving from one living situation to another).

### NYPD – Job Center Report/Referral

**Part I – To be filled in by referring agency**

Date:

To:	From:
Complainant's Name:	Case Number (if applicable):
Complainant's Address:	Apt. No./Fl.:
Check <input checked="" type="checkbox"/> One: <input type="checkbox"/> CA/Food Stamp Participant <input type="checkbox"/> SSI Participant <input type="checkbox"/> Applicant	

**Part II – For Job Center use only**

Incident to be reported:			
Type of check:	Check No.:	Amount \$	(if applicable)
Action required:			
Worker's Signature:			Date:

**Part III – For police use only**

SAMPLE

The above-named complainant reported the following incident (check one below) to the _____ today.			
		Precinct No. _____	
The incident occurred on _____ at _____			
Date		Place/Address	
The complaint has been recorded under _____ by _____			
UF 61 No. _____		Police Official _____ Shield Number _____	
<input type="checkbox"/> Burglary	<input type="checkbox"/> Rape	<input type="checkbox"/> Mugging	
<input type="checkbox"/> Physical abuse (battered woman)	<input type="checkbox"/> Vandalism	<input type="checkbox"/> Other (specify) _____	
The following items(s) were reported as lost/stolen or destroyed. Check <input checked="" type="checkbox"/> appropriate box(es).			
Cash Assistance check	<input type="checkbox"/> lost	<input type="checkbox"/> stolen	Check No's., if known _____
SSI check	<input type="checkbox"/> lost	<input type="checkbox"/> stolen	
Other check (specify) _____	<input type="checkbox"/> lost	<input type="checkbox"/> stolen	Amount: \$ _____
Cash	<input type="checkbox"/> lost	<input type="checkbox"/> stolen	
Property (specify) _____	<input type="checkbox"/> lost	<input type="checkbox"/> stolen	<input type="checkbox"/> destroyed
Police Official's Signature			Date
Applicant/Participant's Signature			Date

- Instructions**
1. Take the original and duplicate copies to the Police Precinct.
  2. Return the completed and signed original to the Job Center.